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#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is  
an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Law Clerk to Magistrate Judge Thomas Hixson

Classification Level: JSP-12/01 - JSP-13/10

Salary Range: \$102,489 - \$158,432, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: Immediately

Closing Date: Until filled

### POSITION OVERVIEW

Magistrate Judge Thomas Hixson is accepting applications for a judicial law clerk position in San Francisco, California. The position begins on January 2, 2024 and continues until January 1, 2025.

### JOB DESCRIPTION

Term Law Clerk Position (1 year).

**Duties:** Review, analyze and draft proposed orders and opinions and/or bench memoranda on all civil motions, requests or any other matter requiring court approval. Manage all aspects of assigned cases, including proposing a pretrial schedule. Advise and make recommendation to the Judge on pending motions and requests. Proactively review assigned cases, including at intake, to determine if any initial action on the case is required. Most of the assigned cases are civil, but the position requires work on some criminal matters and habeas petitions.

**Experience:** Candidates must have at least two years of legal experience following law school and prior clerking experience is strongly desired. Strong organizational and self-management skills are essential to keep up with the heavy caseload.

### QUALIFICATIONS

**Minimum Qualifications:** Qualified applicant will be a member of the California Bar, have excellent academic record, exceptional research and writing skills, and at least two years of experience in the practice of law and/or as a law clerk.

### COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan. Employees qualify for federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

### INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to an FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

### **Equal Opportunity Employer**

The United States District Court of California is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## **APPLICATION PROCEDURE**

**PLEASE SUBMIT YOUR RESUME, A COVER LETTER, TWO WRITING SAMPLES (NOT TO EXCEED 10 PAGES EACH), LIST OF REFERENCES, and LAW SCHOOL TRANSCRIPT TO:**

<https://oscar.uscourts.gov/>